



EDDIE BAZA CALVO  
GOVERNOR

RAY TENORIO  
LIEUTENANT GOVERNOR

GOVERNMENT OF GUAM  
DEPARTMENT OF PUBLIC HEALTH AND SOCIAL SERVICES  
DIPATTAMENTON SALUT PUPBLEKO YAN SETBISION SUSIAT



JAMES W. GILLAN  
DIRECTOR

LEO G. CASIL  
DEPUTY DIRECTOR

AUG 22 2013

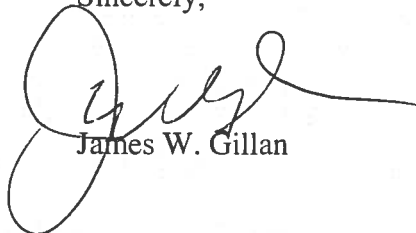
Honorable Judith T. Won Pat  
Speaker  
31<sup>st</sup> Guam Legislature  
Hagatna, Guam

Dear Madam Speaker:

*Buenas yan Saluda!* Attached is the fiscal year 2013 third quarter report of activities and inventory of non-expendable property of the Guma San Jose shelter. This is in compliance with Public Law 31-233, Chapter XIII, Section 12, relative to reporting requirements for non-profit organizations.

Should you have any questions or need additional information, please contact Ms. Linda B. Rodriguez, Acting Human Services Administrator for the Bureau of Social Services Administration at 475-2653/2672. *Si Yu'us Ma'ase.*

Sincerely,



James W. Gillan

Attachment

Cc: Office of Public Accountability



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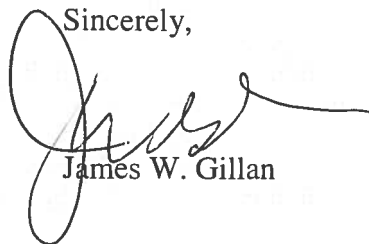
Doris Flores Brooks, CPA, CGFM  
Public Auditor  
Office of Public Accountability  
Suite 401, DNA Building  
238 Archbishop Flores Street  
Hagatna, Guam 96910

Dear Ms. Brooks:

*Buenas yan Saluda!* Attached is a copy of the fiscal year 2013 third quarter report of activities and inventory of non-expendable property of the Guma San Jose shelter. This is in compliance with Public Law 31-233, Chapter XIII, Section 12, relative to reporting requirements for non-profit organizations.

Should you have any questions, please contact Ms. Linda B. Rodriguez, Acting Human Services Administrator for the Bureau of Social Services Administration at 475-2653/2672. *Si Yu'us Ma'ase.*

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James W. Gillan

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Catholic Charities Guam

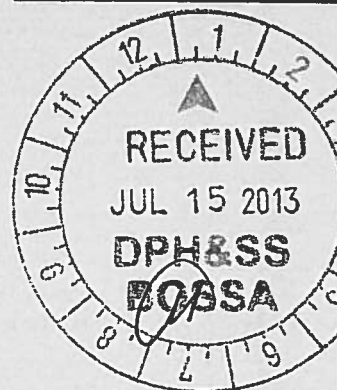
**Catholic  
Social  
Service**

Archbishop Anthony S. Apuron  
OFM CAP D.D.  
President / Chairman  
Board of Trustees

Diana B. Calvo  
Executive Director

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DEPARTMENT OF PUBLIC HEALTH & SOCIAL SERVICES

PO BOX 2816  
HAGATNA, GUAM 96932

QUARTERLY REPORT


CONTRACTOR: CATHOLIC SOCIAL SERVICE

ADDRESS: #234-A US ARMY JUAN C. FEJERAN STREET  
BARRIGADA HEIGHTS, GUAM 96913

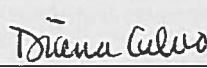
PROJECT TITLE: GUMA SAN JOSE

MONTH: APRIL/MAY/JUNE

FISCAL YEAR: 2013

PREPARED BY:   
SIMION KIHLENG

TITLE: PROGRAM MANAGER

APPROVED BY:   
DIANA B. CALVO

TITLE: EXECUTIVE DIRECTOR

SUBMISSION DATE: July 8, 2013



*"Respecting The Dignity Of The Human Person Through Service"*





## ***Guma San Jose***

*A 24-hour Homeless Emergency Shelter for 60 days for families and individuals*  
#234-A U.S. Army Juan C. Fejeran St. • Barrigada Heights, Guam 96913  
Telephone: (671) 633-2955 • Fax: (671) 637-1307

### ***QUARTERLY REPORT***

April 1<sup>st</sup> – June 30, 2013

#### **A. PROGRAM OPERATIONS**

##### **MANPOWER STRENGTH**

###### **Full-time Positions:**

- (1) Program Manager
- (2) Shelter Managers
- (1) Caseworker
- (11) Shelter Workers

##### **PERSONNEL ACTION**

A temporary Shelter Worker hired on January 17, 2013 resigned on April 15, 2013.

A Shelter Worker on leave since January 15, 2013 due to military duty, returned to work on April 18, 2013.

A Shelter Worker was on leave from April 22 – 26, 2013.

A Shelter Worker on leave since April 4, 2013 due to military duty, returned to work on May 27, 2013.

A Shelter Worker was on leave from May 4 – 15, 2013.

A Shelter Worker was terminated from employment on May 29, 2013.

A new Shelter Worker was hired and started work on June 18, 2013.

A new Program Manager was hired and started work on June 24, 2013.

##### **NUMBER OF CLIENTS**

The count of clients for this reporting quarter was two hundred forty-four (244) adults and children who reside in the following Guma San Jose, Homeless Emergency Shelters.

Main Shelter at Catalina Lane, Dededo	(99) adults	(126) children
Men Shelter at Chapel Road, Barrigada	(19) adult males	

There were forty-six (46) families who resided at GSJ for the quarter.

**TOTAL: (118) adult males and females (126) children**

<b>Number of cases for the 3 months</b>	<b>82</b>
<b>Number of individuals for the 3 months</b>	<b>244</b>
<b>Number of cases/individuals not accommodated due to no vacancy and placed on the waiting list</b>	<b>59cases / 155 individuals</b>

## B. PROGRAM ACTIVITIES

### SUMMARY OF ACTIVITIES:

GSJ assisted a total of eighty-two (82) cases or two hundred forty-four (244) individuals for the months of **APRIL, MAY, JUNE FY 2013**. Of these clients, please note the following:

<b>No. of Cases</b>	<b>No. of Individuals</b>	<b>Physical/Health/Condition</b>
<b>11</b>	<b>11</b>	<b>Elderly</b>
<b>0</b>	<b>0</b>	<b>Elderly &amp; Physically Disabled</b>
<b>3</b>	<b>3</b>	<b>Physically Disability</b>
<b>2</b>	<b>2</b>	<b>Mentally Disability</b>

April 2, 15 & 19, 2013-Clients from the Men's shelter picked up donated mulch and cement blocks that will be used in the garden of both shelters.

April 3, 17, & 30, 2013-Clients from the Men's shelter bush cut and planted vegetables in the garden of the Dededo shelter.

April 5, 2013-University of Guam Expanded Food & Nutrition Education Program (EFNEP) held its final class at the Dededo shelter. Clients were given certificates of completion.

April 9 – 10, 12, 14, & 16, 2013-Clients from the Men's shelter assisted Support Service Division in sorting donations, cleaning, water blasting, and painting. On April 13, 2013 they participated in the monthly tent sale and assisted in the clean up afterward.

April 10, 2013-Sodexo Services Guam Central Team sponsored a dinner serving held at GSJ lanai.

April 11, 2013-Sodexo Services Guam North Team sponsored a dinner serving held at GSJ lanai.

Taitingfong family sponsored a dinner serving held at GSJ lanai.

April 16, 2013-GSJ clients were transported to Astumbo Gym to attend a parent workshop sponsored by Department of Education Student Support Services Division.

April 17, 2013-Sodexo Services Guam Management Team sponsored a dinner serving held at GSJ lanai.

April 19, 2013-GSJ clients were transported to Agana Shopping Center to attend the Passport to Service outreach.

April 19, 2013-Sodexo Services Guam South Team sponsored a dinner serving held at GSJ lanai.

April 23, 2013-Guam Dietary Management Association sponsored a dinner serving held at GSJ lanai.

April 24, 2013-GSJ clients were transported to the Hyatt Regency to attend a job fair that was held in the hotel's ballroom.

April 24, 2013-Kusinan Santa Barbara sponsored their monthly dinner serving held at the Dededo Catholic Church parish hall.

April 25, 2013-Sodexo Services Guam South Team sponsored a dinner serving held at GSJ lanai.

April 27, 2013-Saint John's Episcopal Church sponsored their monthly dinner serving held at their fellowship hall in Tumon.

May 3, 2013-Guma San Jose held a ribbon cutting ceremony for the completion of the renovated kitchen by Sodexo Service and JMI. Sodexo Services Guam provided dinner serving held at GSJ lanai.

May 14, 2013-Several clients attended an activity provided by students of Mrs. Joyce Guevara at Santa Barbara Catholic School. The students entertained, raised money to buy goodie bags and gave lunch plates to the clients.

May 18, 2013-Several clients attended the Micronesian Island Fair at Ypao Beach Park.

May 18, 2013-Two Simon Sanchez High School students conducted their service learning project at the Dededo shelter. They organized and marked the donated items in the study room.

May 18, 2013-Saint John's Episcopal Church sponsored their monthly dinner serving held at their fellowship hall in Tumon.

May 22, 2013-Kusinan Santa Barbara sponsored their monthly dinner serving held at their Dededo Catholic Church parish hall.

May 23, 2013-Men Shelter clients went for an outing and saw a movie at the Agana theaters.

June 8, 2013-Clients at the Men's Shelter attended the Agat Mango Festival.

June 8, 2013-Mr. Josh Clement, along with family and friends, sponsored a dinner serving held at GSI lanai.

June 15, 2013-Saint John's Episcopal Church sponsored their monthly dinner serving held at their fellowship hall in Tumon and provided clients with complimentary toiletries and cereals.

June 21, 2013-Clients from both shelters were transported to the Lotte Duty Free job fair held at Hilton Resort & Spa.

June 23, 2013-Clients at the Men's Shelter attended the Liberation Carnival in Tiyan.

June 26, 2013-Kusinan Santa Barbara sponsored their monthly dinner serving held at the Dededo Catholic Church parish hall, and provided complimentary coffee and biscuits to clients, as well as dry cereals.

### **CONFERENCE AND/OR TRAINING**

April 12, 2013-Acting Program Manager attended the Organizational Development Training Series 2013 on Financial Management at the Westin Resort Guam.

April 18, 2013-Acting Program Manager attended the Non Communicable Disease Consortium monthly meeting held at the Marriott Resort and Spa.

May 24, 2013-Acting Program Manager attended the I Am Every Woman Conference.

May 29, 2013-Shelter Manager attended the NCD Consortium training at PHSS.

May 29, 2013-Acting Program Manager attended the training on HUD Continuum of Care Technical Assistance.

May 30, 2013-Acting Program Manager and Shelter Manager attended the training on HUD Continuum of Care Technical Assistance.

On June 05- 06, 2013 -The Acting Program Manager and one Shelter Manager attended the 5<sup>th</sup> Annual Guam Affordable Housing Symposium.

On June 10-11, 2013-Acting Program Manager and one Shelter Manager attended a training on Linguistic Competence in Behavioral Health, "The Mental Health Interpreter Training Level One Foundation of Interpreting" at the Marriot Resort.

On June 12, 2013-Acting Program Manager and one Shelter Manager attended "Level Two Training Applied Interpreting Skills and Knowledge in Behavioral Health" at the Marriot Resort.

On June 13, 2013-Acting Program Manager and one Shelter Manager attended the "Achieving Whole Health: Balancing Mind, Body and Spirit" Training on Wellness Coach (Level one Theory) at the Guam Marriot Resort.

On June 14, 2013-Acting Program Manager and one Shelter Manager attended the "Achieving Whole Health: Balancing Mind, Body and Spirit" Training on Wellness Coach (Level two Practice) at the Guam Marriot Resort.

On June 19 – 20, 2013-Acting Program Manager and one Shelter Worker attended the "Homeless Management Information System (HMIS)" Training held at The Salvation Army.

### **C. SERVICES PROVIDED**

Forty-six (46) cases or one hundred nine (109) individuals were provided with four thousand one hundred seventy-three (4173) meals. Sixty-four (64) cases or one hundred eighty-two (182) individuals were provided with seven hundred seventy-three (773) transportation services. The clients made a total of one thousand two hundred ninety-five (1295) phone calls.

Transportation services were provided to and from the office/shelter, job sites, job search and interviews, Catholic Social Service Office, home search, workshops, sponsored dinners, The Salvation Army, Mayor's Office, Superior Court, Guam Public Guardian, DPHSS, GMHA, DMHSA, AHRD, DOE, DISID, GHURA, supermarkets, etc.

Follow ups were made to GHURA, The Salvation Army on applications for housing assistance. Follow ups were made on applications submitted to various employers for employment via phone calls and transporting clients to the job sites.

### **D. ACCOMPLISHMENTS**

A total of twenty-four (24) cases or seventy-five (75) individuals were able to rent their own home, find a place with family or friends, or were accepted into a housing program. Of the twenty- four cases:

Twelve (12) cases or thirty-eight (38) individuals moved in with family or friends.



Nine (09) cases or twenty-three (23) individuals found their own place to rent.

Three (03) cases or fourteen (14) individuals were accepted into The Salvation Army Emergency Solutions Grant Program for housing assistance.

Eight (08) individuals found employment.

## **E. PROGRAM FUNCTIONS**

### **Main Shelter at 117Catalina Lane, Dededo**

#### **Eviction**

A Chuukese family of five was housed on May 6, 2013, however, they were evicted on June 5, 2013 for non compliance with house rules and policies. Clients were counseled previously on the matter.

A single Caucasian woman was housed on May 13, 2013, however, she was evicted on June 4, 2013 for non compliance of house rules and policies. Client was counseled previously on the matter.

A Chuukese family of four was housed on May 20, 2013, however, they were evicted on June 6, 2013 for non compliance with house rules and policies. Clients were counseled previously on the matter.

#### **Program Discrepancies/ Needs**

April 2 – 3, 2013-Tanglao General Contractors assessed, cleaned and repaired the air conditioning units that were causing water leakage. This was due to the drainage located in the double wall needing to be vacuumed.

April 10, 2013-JMI Edison Sales & Services assessed the electrical issues in the facility. On April 16 – 17, 2013 they checked the outlets and electric panel, replaced the light bulbs on the light fixtures and tested and replaced the light fixture electrical bales that were not working. They also replaced the electrical ceiling fan light kit that was not working.

April 19, 2013-Sodexo Services Guam volunteers began construction of the facility's right wing kitchen area. The construction is ongoing and in the meantime clients have been utilizing the left wing kitchen.

Update: the construction/renovation was completed on May 3, 2013 and provided by Sodexo Service and JMI and other corporate donors.

April 25, 2013-Representatives from Advance Management Inc. came to assess the mattresses, sofas and office chairs in the facility. They will sanitize the mattresses and clean the upholstery. Update: On May 7 – 8, 2013 the Advance Management Inc. workers cleaned and sanitized all beds, office chairs and couches.

On June 28, 2013 Volunteers from US Navy HSC 25 Chiefs Association began repairing the door jam in the ADA bathroom, changing the two restrooms counters, installing 3 each electric ceiling fans, and repairing the bathroom shower fixture. Due to the heavy infestation of termites, the left wing pantries repair is pending until termite treatment is performed. All construction materials are provided by Home Garden Center in Dededo of \$1500.00 with help from the US Navy HSC 25 Chiefs Association community outreach.

They also provided lunch that included hotdogs, hamburgers, boneless chicken breasts, chips, hotdog and hamburger buns, box juices, sodas, bottled water for Guma San Jose clients and staff. A 20 lb. bag of rice was also donated.

Ceiling leaks and water bubbles have been spotted in several parts of the facility. Arvin Builders have been informed and we are waiting for their response.

### **Men's Shelter at 119 Chapel Road, Barrigada**

#### **Client**

A 53 year old Chamorro male has been housed at GSJ for four terms. He receives public assistance through DPHSS. He suffers from Diabetes. He has not been aggressively searching for employment since his first term. He stated that he's been searching for outdoor related jobs, however, he has a doctor's note limiting his outdoor activity. He mentioned to the Caseworker that he is working on some things and said he doesn't feel the need to inform her of his progress regarding employment. In terms of housing, he is listed as a caretaker on a GHURA Public Housing application for a disabled sister. His sister is currently at GMH. In the meantime, he is hoping to move into the housing unit in Toto with his sister by the time his term ends at GSJ.

#### **Eviction**

A 55 year old Chuukese male was housed on March 20, 2013. He was under the Guma San Jose meals program. He was able to apply and receive his MIP insurance through DPHSS. He had been transported on several occasions to Department of Labor for employment assistance. On April 27, 2013 he was evicted for alcohol intoxication.

#### **Program Discrepancies/ Needs**

The 2010 Dodge Caravan company vehicle has been in the shop since April 3, 2013. Technicians are working on the realignment of the wheelchair ramp. In the meantime, the shop provided a vehicle to be utilized by the program.

Update: the Dodge Caravan was picked up on May 13, 2013 from the shop.

May 8, 2013 Advance Management Inc. workers cleaned and sanitized all beds, office chairs and sofas in the home.

The Men's Shelter is in the process of relocating. Acting Program Manager and the Men's Shelter Manager are negotiating with the prospective owner/landlord.

Update: The program was not able to get out of its existing lease. However, we are in the process of cleaning and renovating a duplex owned by the Archdiocese of Agana, which will eventually be used as the men's shelter in the coming months when the existing lease expires.

Fire exit signs, smoke detectors and electrical conduits for emergency lights are needed. Two ceiling fans and front & back screen doors need to be replaced. Support Service Division was informed and repair is currently pending.

#### **Re-Housing**

Five (05) cases or five (05) individuals reapplied and were accepted into Guma San Jose.

## F. DONATIONS

These are the donors for this reporting month. Some of the listed items are being given out to the clients and some are being kept for future use by new incoming clients.

- Joan Osborn donated a check in the amount of \$250.00.
- Anonymous donor donated used miscellaneous toys, shoes, clothing, purses, an infant car seat and a twin stroller.
- Mercer Morgan donated miscellaneous clothing for men and girls.
- Pereda Family donated two trays of fried chicken, a tray of pot roast, two trays of vegetable salad, a tray of donuts and three trays of cakes.
- Santa Barbara Parish/Santa Barbara Catholic School donated two 50lbs bags of rice and assorted canned goods.
- Michael Wendt donated a 50lbs bag of rice.
- Sodexo (Upi Elementary School) donated tooth paste, tooth brush, laundry soap and laundry softner.
- Sodexo "North Pole" family donated assorted potato chips, toilet tissue, four packages of Capri Sun, and five cases of water, assorted toys and Kool Pops ice treats.
- Sodexo (Lori Taitano, Benavente, Rosabelle & Dayvon Camacho, Rosario & Family) donated assorted children's shoes, toys, and baby items.
- Lilia Buensuceso donated six packages Zesto drinks and two boxes of Sky flakes crackers.
- Lutheran Church of Guam donated used miscellaneous clothing.
- Chris Manibusan donated miscellaneous clothing.
- Santa Barbara Church donated assorted cereals, snacks, and canned goods.
- Dolores Taitingfong donated fifteen boxes of cereal.
- Donald & Christina Blume donated assorted food, school uniforms and school supplies.
- Cepeda family donated two trays of red rice.
- Carmen's Tortillas donated corn and flour tortillas.
- Alee Shelter donated clothing for men.
- Saint John's Episcopal Church donated assorted canned goods, toilet tissue, towels and children's books.
- Jennifer Holbrook Fergurgur donated ten bags of potting soil.
- Donald & Christina Blume donated assorted canned and dry goods and hygiene products.
- Lisa Mangune donated miscellaneous clothing.
- Ecclesiastes & Tholeathcus Raiford donated miscellaneous clothing and shoes.
- Anonymous donor donated assorted baby food.
- Carmen's Tortillas donated flour and corn tortillas.
- Alain Rengulbai donated miscellaneous clothing.
- Eriko Yoshikawa donated slippers and toiletries.
- Heather Myers donated miscellaneous clothing.

- Agana Guam Lodge donated five cases of frozen chicken, two cases of toilet tissue and miscellaneous toiletries.
- Father Paul Gofigan/Parishioners of Santa Barbara Catholic Church donated assorted canned goods.
- LeeAnn Taitingfong donated miscellaneous clothing, blankets, shoes and bags.
- Santa Barbara Church and JFK High School class of 2013 donated assorted canned goods.
- Joan Osborn donated a check of \$250.00 for GSJ kitchen renovation.
- Santa Barbara Church and Okkodo High School donated assorted canned goods and toilet paper.
- Flor B. Martinez donated a pot of arrozcaldo soup and tuna sandwiches.
- Pierre Anderson donated miscellaneous clothing, toys, toiletries, cookware and Tupperware containers.
- Devin Taisague donated miscellaneous clothing and assorted baby food.
- Donald & Christina Blume donated miscellaneous clothing, toaster oven, bags, mops, and picture frames.
- Melanie Escobar donated miscellaneous clothing, purses and shoes.
- Lorenzo & Mary Phillips donated toys, miscellaneous clothing, and shoes.
- Carmen's Tortillas donated corn and flour tortillas.
- Sodexo donated cases of cantaloupe, bags of cucumbers and bags of hot dogs buns.

## G. CLIENT PROFILE

### Case # 31306

A 42 year old Chuukese woman and her two kids were housed on March 12, 2013. They were living temporarily with other family members in Yigo. The family moved to Guam from Chuuk in the summer of 2012 for a better education and employment opportunities. The woman has an associate degree in nursing, however, does not have a license to practice on Guam. She has been searching for employment prior to entry into Guma San Jose. While at Guma San Jose, staff informed her of the company Health Services of the Pacific. She applied and was later given an interview. However, the company informed her of a required valid Guam driver's license which she does not possess. Therefore, during the next few days she began studying for the driver's permit. On April 15, 2013 there was a housing opportunity provided by a family member who had an extra room in their home in Malojloj. The woman with her two kids moved out that day.



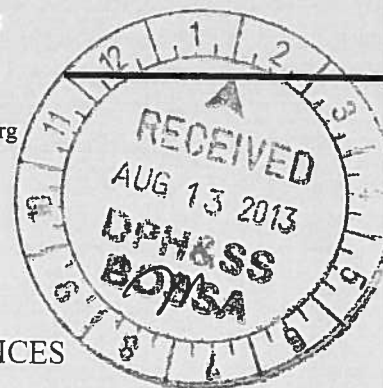
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DEPARTMENT OF PUBLIC HEALTH & SOCIAL SERVICES

PO BOX 2816  
HAGATNA, GUAM 96932

COMPACT IMPACT REPORT


CONTRACTOR: CATHOLIC SOCIAL SERVICE

ADDRESS: #234-A US ARMY JUAN C. FEJERAN STREET  
BARRIGADA HEIGHTS, GUAM 96913

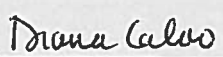
PROJECT TITLE: GUMA SAN JOSE

MONTH: APRIL/MAY/JUNE

FISCAL YEAR: 2013

PREPARED BY:   
SIMION KIHLENG

TITLE: PROGRAM MANAGER

APPROVED BY:   
DIANA B. CALVO

TITLE: EXECUTIVE DIRECTOR

SUBMISSION DATE: July 15, 2013



Member  
Catholic  
Charities  
USA

*"Respecting The Dignity Of The Human Person Through Service"*



Men  
Cath  
Char  
USA

# ***CATHOLIC SOCIAL SERVICE***

## ***Guma San Jose Program***

*A 24-hour Emergency Homeless Shelter for a maximum of 60 days*  
#234-A U.S. Army Juan C. Fejeran St • Barrigada Heights, Guam 96913  
Telephone: (671) 633-2955 • Fax: (671) 637-1307

### ***COMPACT IMPACT REPORT***

#### ***FY 2013, 3rd QUARTER***

April 2013 – June 2013

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<b>ETHNICITY</b>	<b>NUMBER OF MEALS SERVICE</b>	<b>NUMBER OF TRANSPORT SERVICE</b>
<b><i>CHUUKese</i></b>	<b>3243</b>	<b>365</b>

There were twenty-nine (29) cases or one hundred seven (107) individuals from Chuuk who were assisted during this quarterly period. Of these individuals; forty-seven (47) were adults and sixty (60) were children. Nineteen (19) cases or sixty (60) individuals were under Guma San Jose meals program. Ten (10) cases or forty-seven (47) individuals were not under the meals program because they received public assistance. Twenty-four (24) cases or eighty-three (83) individuals were provided with transportation services. Five (05) cases or twenty-five (25) individuals were not provided with transportation services due to having their own personal transportation.

<b>ETHNICITY</b>	<b>NUMBER OF MEALS SERVICE</b>	<b>NUMBER OF TRANSPORT SERVICE</b>
<b><i>POHNPEIAN</i></b>	<b>42</b>	<b>5</b>

GSJ had assisted one (01) case or one (01) individual from Pohnpei during this quarterly period. Out of this case; there was one (01) adult only. This case was assisted with transportation service and was under Guma San Jose meals program.

<b>ETHNICITY</b>	<b>NUMBER OF MEALS SERVICE</b>	<b>NUMBER OF TRANSPORT SERVICE</b>
<b><i>PALAUAN</i></b>	<b>0</b>	<b>30</b>

GSJ had assisted two (02) cases or six (06) individuals from Palau during this quarterly period. Of these cases; two (02) were adults and four (04) were children. The two (02) cases were not under Guma San Jose meals program because they received public assistance. However, the two (02) cases were assisted with transportation services.

There were no cases from Kosrae State of FSM and the Republic of the Marshall Islands during this quarterly report.